

**PROCEDURE FOR RANKING OF BUREAUS AND EMPLOYEES  
FOR THE PERFORMANCE BASED BONUS FY 2016**

1. Identification of Bureaus/Delivery Units of the University. Five (5) bureaus/office/delivery units have been identified, to wit:
  - 1.1. Office of the President
  - 1.2. OVPAA
  - 1.3. OVPAA-Support
  - 1.4. OVPRET
  - 1.5. OVPAF
  
2. Based on the formula provided by the IATF in Section 8.0 of the Memorandum Circular (MC) 2016-1 dated May 12, 2016, the University will have one (1) BEST Bureaus, one (1) BETTER Bureau, and two (2) GOOD Bureaus.
  
3. The following shall be the offices under each bureau:
  - 3.1. Office of the President
    - 3.1.1. Campus Directors
    - 3.1.2. Office of the Board Secretary
    - 3.1.3. OPD-MIS
    - 3.1.4. Presidential Staff
    - 3.1.5. GAD
    - 3.1.6. Quality Assurance
  - 3.2. OVPAA
    - 3.2.1. Colleges
  - 3.3. OVPAA-Support
    - 3.3.1. Libraries
    - 3.3.2. Registrar's Office
    - 3.3.3. Office of Student Affairs
      - 3.3.3.1. Guidance
      - 3.3.3.2. Placement
      - 3.3.3.3. Scholarship
      - 3.3.3.4. Clinic
  - 3.4. OVPREAS
    - 3.4.1. RDO (Main, Balanga, Orani, Dinalupihan, Abucay)
    - 3.4.2. OES (Main, Balanga, Orani, Dinalupihan, Abucay)
  - 3.5. OVPAF (GASS)
    - 3.5.1. Administrative Services
      - 3.5.1.1. HR Department
      - 3.5.1.2. Property and Procurement
      - 3.5.1.3. Security Services
      - 3.5.1.4. Motor pool (Drivers)
    - 3.5.2. Finance and Management Services
      - 3.5.2.1. Cashier
      - 3.5.2.2. Budget
      - 3.5.2.3. Accounting
    - 3.5.3. Production and Business Enterprise (Main, Balanga, Orani, Dinalupihan, Abucay)
    - 3.5.4. Physical Plant and Engineering Services
      - 3.5.4.1. Engineering Services
      - 3.5.4.2. Maintenance Services
      - 3.5.4.3. General Services

4. Ranking of Bureau shall be based on the Strategic Performance Management System (SPMS) Office Performance Commitment Review (OPCR) and Division Performance Commitment Review (DPCR) Forms from January-December 2016
5. In case of a tie between or among offices the timeliness of submission of reports shall be considered in breaking the tie.
6. An employee garnering at least “Satisfactory” shall be eligible for the PBB 2016 incentives for the rating periods January-June 2016 and July-December 2016.
7. The following performance indicators shall be used for faculty evaluation:
  - 7.1. QCE evaluation for Instruction (2<sup>nd</sup>Sem, AY 2015-2016, 1<sup>st</sup>Sem, AY 2016-2017)-70% to be conducted by PMT members in coordination with the Dean
  - 7.2. Submission of required reports (syllabus, exams, grades)-15%
  - 7.3. Attendance (meetings, classes, etc.)-15%
8. Performance indicators for non-teaching employees shall be those that are approved by their respective supervisors and the PMT.
9. The PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery unit where they belong, based on individual’s monthly basic salary as of December 31, 2016, but not lower than P5,000.00 based on Section 9.0 of MC 2016-1.

| Performance Category | PBB as % of monthly Basic Rate |
|----------------------|--------------------------------|
| Best Bureau (10%)    | 65%                            |
| Better Bureau (25%)  | 57.5%                          |
| Good Bureau (65%)    | 50%                            |

10. The result of the OPCR/DPCR evaluation shall be presented to the ADCO and representatives of Faculty Association not later than January 15, 2017.
11. Appeals on the result may be addressed to the BPSU Performance Management Team within fifteen (15) days upon the official release of ranking.
12. Other guidelines not mentioned here shall be referred to Memorandum Circulars 2016-1 and 2016-2.

**EDMUNDO C. TUNGOL, Ed.D.**  
Chair, Performance Management Team

**GREGORIO J. RODIS, Ph.D**  
University President